

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No.: PDP-STD-01		Page 1 of 5
Title: Analytical Reference Standards Receipt and Storage		
Revision: 5	Replaces: 09/01/99	Effective: 07/01/04

1. Purpose:

To provide standard procedures for the receipt and storage of analytical standards used in the USDA/AMS Pesticide Data Program (PDP).

2. Scope:

This standard operating procedure shall be followed by all laboratories conducting residue studies for PDP, including support laboratories conducting stability or other types of studies that may impact the program.

3. Outline of Procedures:

- 5.1 Ordering Analytical Standards
- 5.2 Standard Characterization
- 5.3 Receipt of Analytical Standards
- 5.4 Storage of Analytical Standards
- 5.5 Disposal of Analytical Standards

4. References:

USDA/AMS PDP Quality Assurance Meeting, May 18-20, 1999
40 CFR 160.47, Facilities for handling test, control, and reference substances
40 CFR 160.105, Test, control and reference substance characterization
40 CFR 160.107, Test, control, and reference substance handling

5. Specific Procedures to be Followed:

This standard operating procedure (SOP) represents minimum PDP requirements and is presented as a general guideline. Each laboratory shall have written procedures that provide specific details concerning how the procedure has been implemented in that laboratory.

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5.1 Ordering Analytical Standards

Analytical standards are available under blanket purchasing agreements established with approved PDP vendors. USDA Manassas may be contacted to order standards on individual laboratory accounts.

Standards may also be obtained from the EPA Repository or requested from registrants. The EPA repository is located at:

EPA National Pesticide Standard Repository
Environmental Science Center
701 Mapes Road
Fort Meade, MD 20755-5350
Phone: (410)305-2931
FAX: (410) 305-2999
Attn: Chuck Stafford

Procurement of standards from all sources must meet the following minimum requirements:

- a. A current and valid "Certificate of Analysis" is available (as a minimum requirement the certification shall identify the substance, its purity, and the production lot)
- b. Traceability
- c. Valid expiration date

5.2 Standard Characterization

Characterization and stability data on each pesticide shall be provided by the supplier(s) or the registrant.

5.3 Receipt of Analytical Standards

Standard custody begins when the standard is received in the laboratory. One person

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or their designee shall be responsible for receiving the standards. Each neat standard shall be given a code which shall uniquely identify the standard from neat material to final dilutions. Receipt of standards shall be documented and each standard vial shall be labeled with name, purity, lot number, date received, and expiration date.

5.4 Storage of Analytical Standards

- a. Neat standards shall be kept in a separate standards freezer, preferably at -20EC or lower unless the Material Safety Data Sheet recommends a different storage condition.
- b. Stock standards and dilutions including mixed standards shall be kept in refrigerators or freezers separate from those used for samples or reagents. Stock standards and dilutions shall be stored in teflon-lined, screw-capped, glass bottles or sealed glass ampules. Amber glassware shall be used for photo-sensitive analytes.
- c. Access to the freezers and refrigerators shall be controlled and standards usage documented through the use of appropriate log books. Log books shall contain at a minimum: date and time removed, initials of person removing standard, date and time returned, initials of person returning standard, and standard name/code.
- d. Refrigerator and freezer temperatures shall be checked either by taking readings each working day, or by automatic temperature recording devices.

5.5 Disposal of Analytical Standards

Each laboratory shall establish the proper procedures for disposal (e.g., disposal by a licensed contractor) of expired analytical standards.

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6-16-04

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6-18-04

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April 2004

QA Committee

- Updated EPA Standard Repository contact
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